DEPARTMENT OF BUILDING & SAFETY

ePlan Submission Requirements

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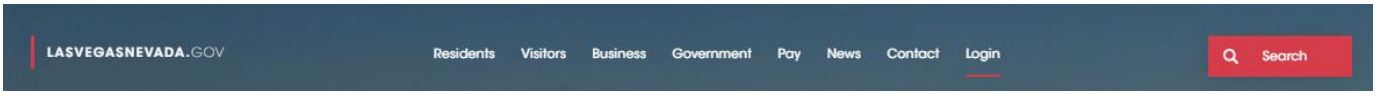
Effective this past August, customers are now able to create a login on our website and submit plans electronically for review.

*Please submit your pdf files online at http://www.**LasVegasNevada.gov/Dashboard***

After August 5th, 2019, all new plan reviews and permit submittals must be electronic pdf files.

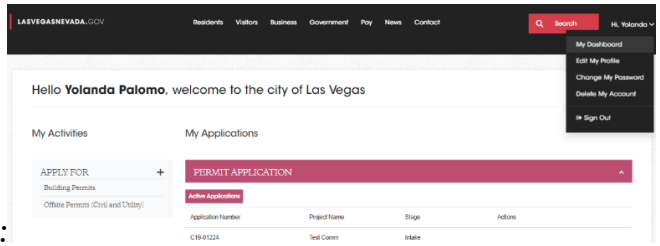
*Customers must create a **login** on our website for submittal of plans and tracking of comments.*



*For company accounts, we recommend the organization create one email address for all plan submittals. The system will only allow one email address per account. Creating a company account, will allow you to easily track and view all your plans on a personalized online **Dashboard**.*

Please note that an "activation" email will be sent to the email address used for the Dashboard and you will need to create a password for the setup of the Dashboard. Check your junk or spam folders for the "activation" email which is sent the same day the sign in is created. The "activation" email is only good for 7 days.

Once you create a login, your Dashboard will look like this:



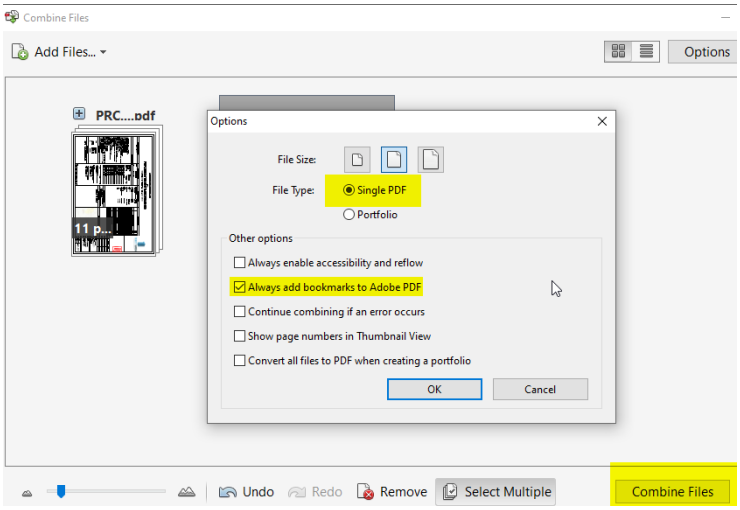
Plans must be submitted online to the following standards:

(follow these instructions to avoid delays)

- *Use Google Chrome internet browser for all our website functions.*
- *Landscape view and standard architectural sheet sizes (such as 11" X 17" or 24" X 36") drawn to scale.*
- *Documents with TrueType fonts.*
- *Each discipline is to be submitted as an individual file (all pages in 1 pdf per discipline) which the system will automatically name.*
- *Applications for the permit/project must still be submitted electronically as a pdf file with the standard project information. Our pdf applications can be found on our website at this link:* http://www.lasvegasnevada.gov/BuildingForms
- *Zip files are not acceptable.*
- *PDF packages are not acceptable as they lock the files. When combining files, choose the "combined" file option*

not a package:

- *PDF portfolios are also <u>not</u> acceptable. Please choose to "combine files" as a single PDF.*

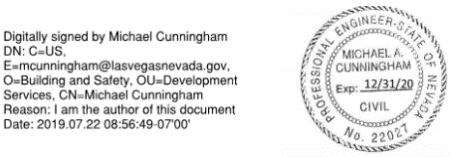


- *Export <u>directly to PDF</u> preferred not printed and then scanned.*
- *Corrections must be submitted with the correction tracking form available on our website under "http://www.lasvegasnevada.gov/BuildingForms". A written narrative on the changes is also required for corrections.*
- *For Corrections, all pages for each discipline must be submitted as 1 pdf per discipline.*
- *Engineers must use digital signatures per the Nevada State Engineering Board with full size seal and date of signature.* ***Files must <u>not be certified</u> or locked.*** *If the files are certified, we will not be able to apply our approved stamps and there will be delays in processing your permit.*
- *Architects, contractors and owner builders can use electronic signatures.*
- *Sheet title blocks shall remain consistent on each page of the plan set.*
- *Each plan sheet needs to include the project name and address. Each sheet must be marked clearly to identify the content.*
- *No password protected or locked documents. Files must be unprotected so that corrections may be identified by reviewers. Any submittal containing a file that is locked will be considered incomplete and must be resubmitted.*
- *Format to be Vector preferred. (a PDF is generally a vector file and it is a sharper imagine with smart data)*
- *No cross-hatching or fill pattern on the drawings.*
- *Files should be saved in black and white (1-bit monochrome).*
- *Export settings: Maintain output scale (avoid "fit to page")*
- *Please note that after* ***August 5th****, we will not accept paper plans for new submittals. If you drop off paper plans for review, we will only accept plans with fewer than 20 sheets. The following timelines will apply for submittals between 5-20 sheets:*
    - *Up to 1-week delay for the scanning of the plans into the system. The plan review clock will not start until the plans are processed and plan check fees paid.*
    - *Fees will include $110 collation/digitizing fee + $3.00 per sheet for scanning and indexing.*

Instructions for Professional Engineers, and Land Surveyors

Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

Examples of a valid signature/seal



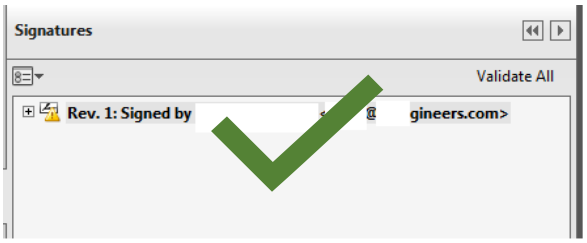
Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the three options below:

1. Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.

2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.

3. Divide the document into separate documents for each discipline/design professional and have each design professional seal and sign their section. Send as multiple documents.

A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.



How to Create and Apply a Digital Signature: Tutorial and Screenshots

To sign documents using Adobe Acrobat or BlueBeam Revu, the first step is to create a "self-signed digital ID." The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

- Create a digital ID using Adobe Acrobat ..... page 5
- Create a digital ID using BlueBeam Revu ..... page 11

You do not need to create a digital ID each time. If your ID is already created, skip to...

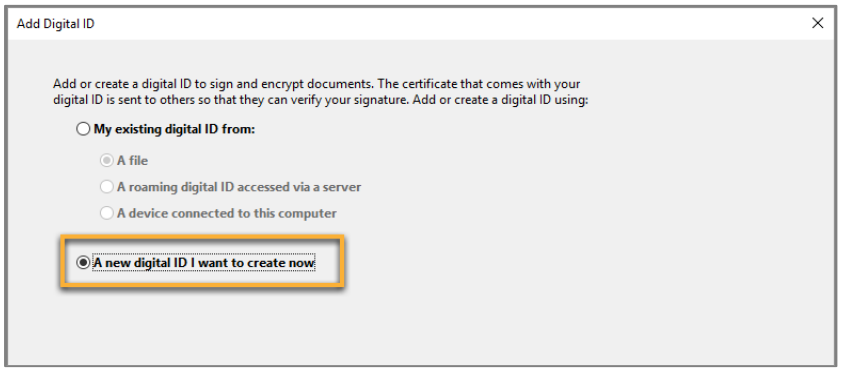
- Use your digital ID to sign a file in Adobe Acrobat ..... page 8
- Use your digital ID to sign a file in BlueBeam Revu..... page 12

Create a self-signed digital ID using Adobe Acrobat

These instructions are from Acrobat's user guide available here: https://helpx.adobe.com/acrobat/using/digital-ids.html.

1. In Acrobat, click the Edit menu and choose Preferences, then choose Signatures.
2. On the right, click More for Identities & Trusted Certificates.
3. Select Digital IDs on the left, and then click the Add ID button.

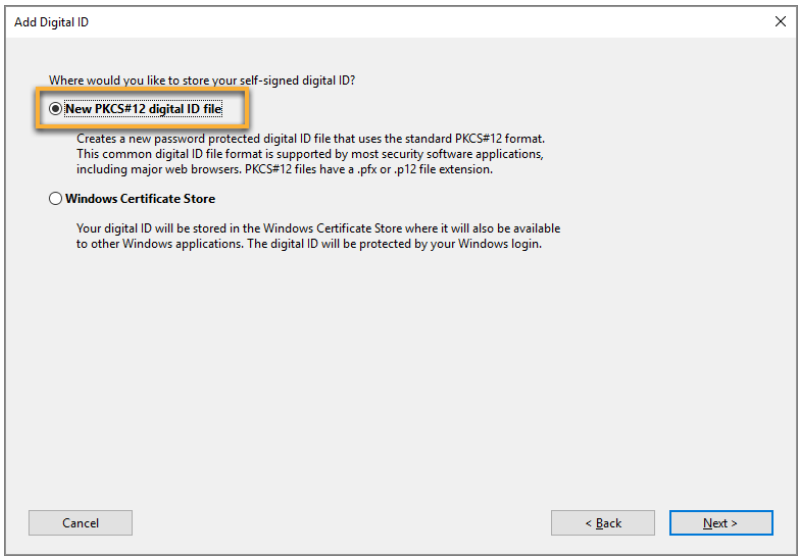
4. Select the option A New Digital ID I Want To Create Now, and click Next.



5. Specify where to store the digital ID, and click Next. Use the option that best fits your needs.

   New PKCS#12 Digital ID File: Stores the digital ID in a file that can be used in both Windows and Mac OS.

   Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications.



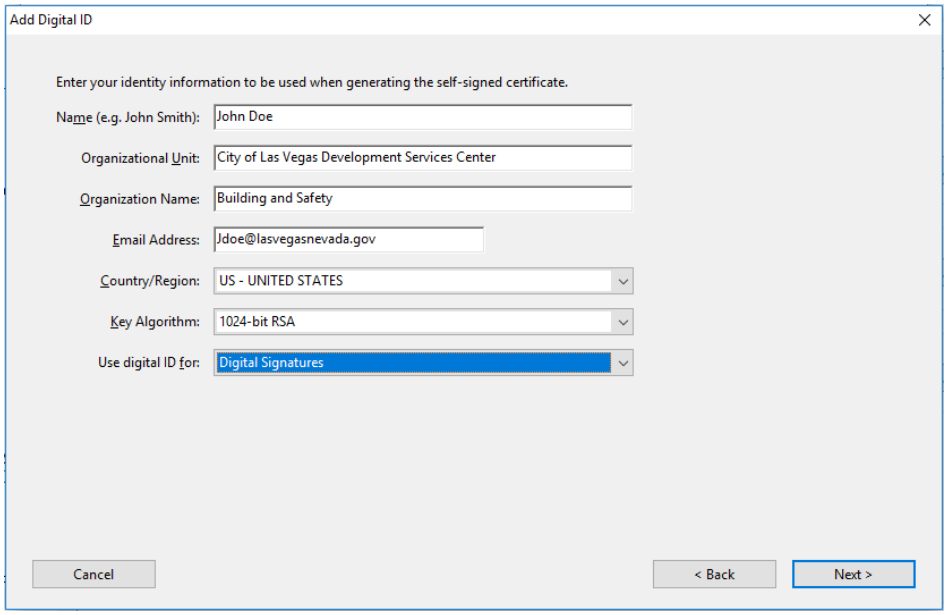
6. Do the following:

   A. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

   B. Choose the 1024-bit RSA option from the Key Algorithm menu.

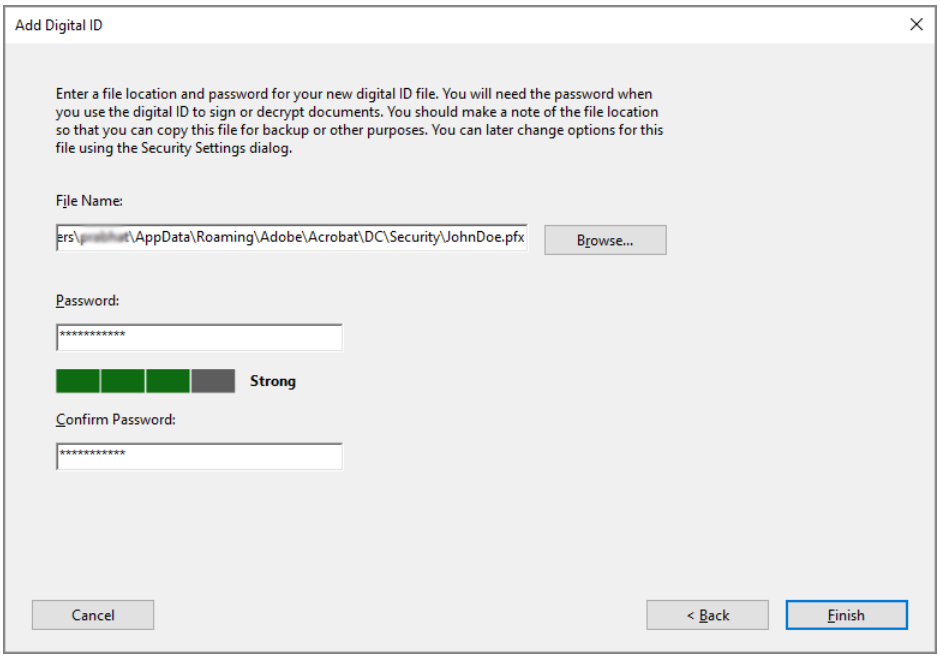
   C. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose "signatures."

   D. Click Next.

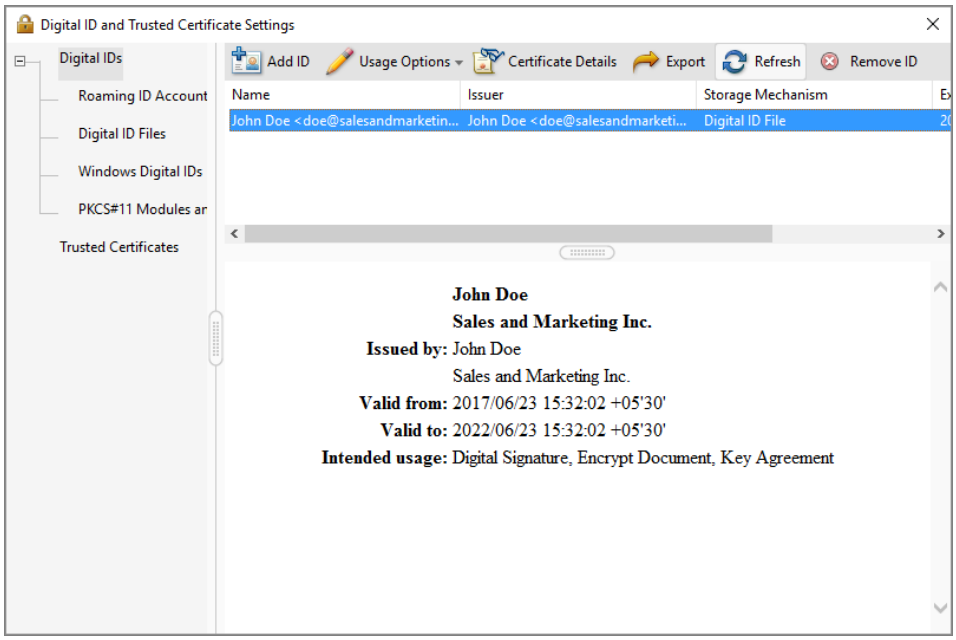


7. Do the following:
   A. Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
   B. The digital ID file is stored at the default location as shown in the File Name field. If you want to save it somewhere else, click Browse and choose the location. Make a note of where your ID is stored.
   C. Click Finish.

   If a digital ID file with the same name exists, you're prompted to replace it. Click OK to replace, or browse and select a different location to store the file.



8. The ID is created. NOTE: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.



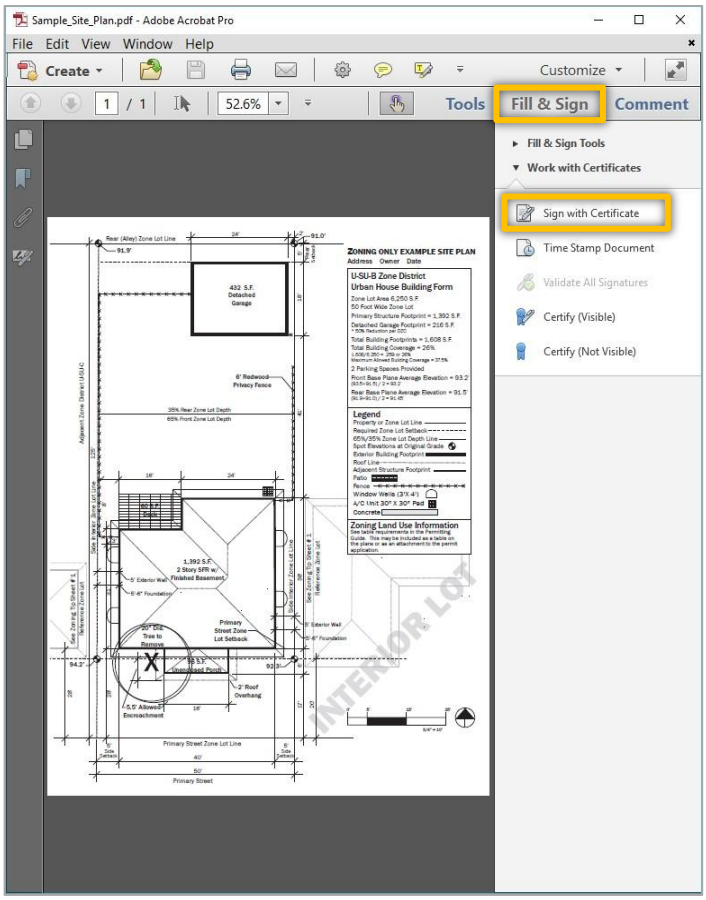
Use your digital ID to sign a PDF file in Adobe Acrobat

This process may vary slightly depending on which version of Acrobat you use.

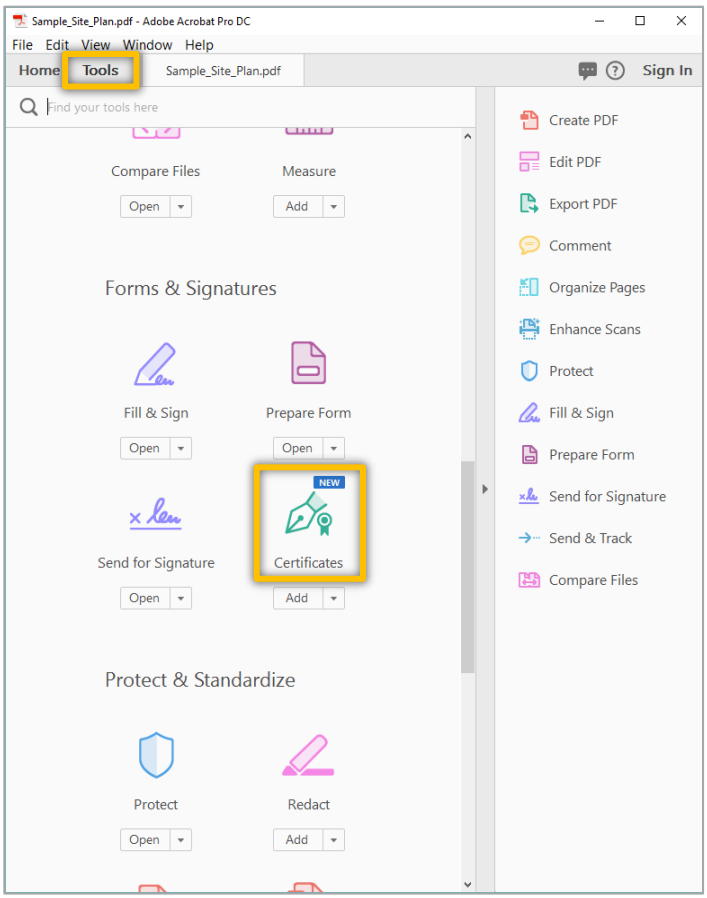
1. Open the file to be signed.
2. In Acrobat XI, click Fill & Sign and then Sign with Certificate.

   In Acrobat DC, click Tools, scroll down to Forms & Signatures and click the Certificates icon. This will open the Certificates toolbar. Click Digitally Sign on the toolbar.

Acrobat XI



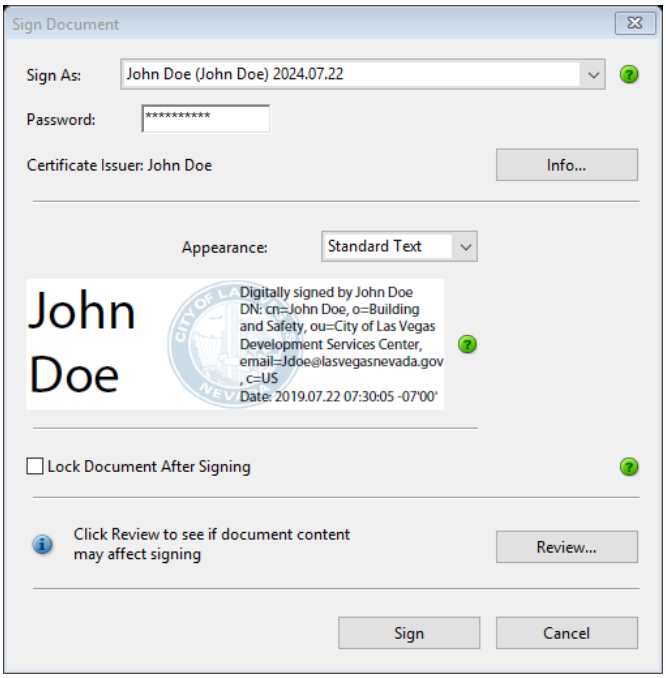
Acrobat DC



3. Click Drag New Signature Rectangle (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.

4. Choose the digital ID you want to use for signing:
   In Acrobat XI, enter your password and un-check Lock Document After Signing. Then click Sign.
   In Acrobat DC, select your ID and click Continue. Enter your password on the next screen and un-check Lock Document After Signing. Then click Sign.

Acrobat XI



Acrobat DC

Note: If your digital ID information is not showing, you can browse your computer to find the ID file.

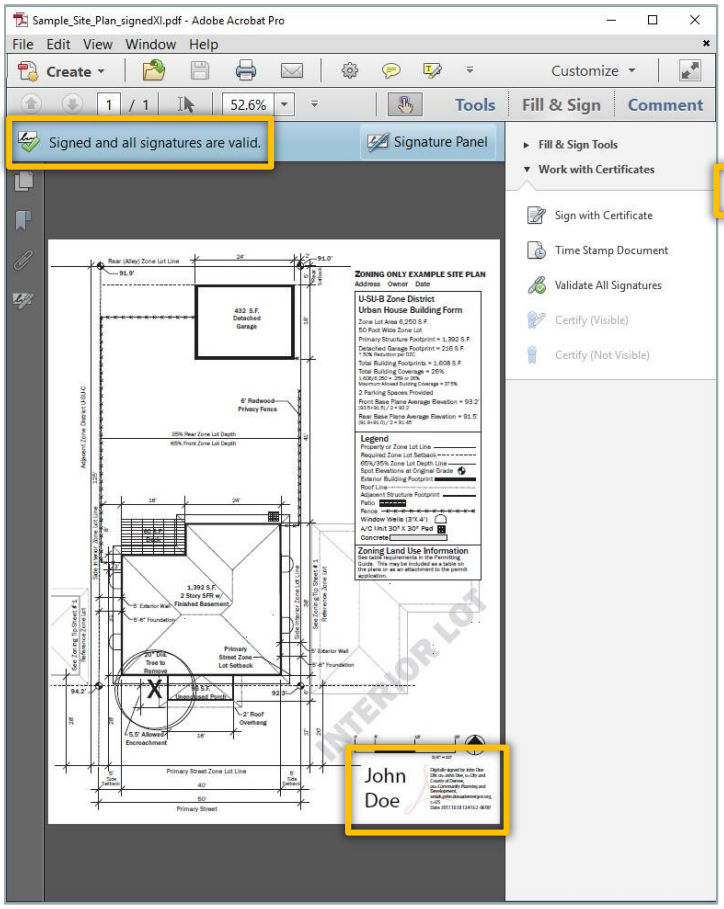
In Acrobat XI, open the drop-down arrow next to the Sign As field and click **New ID**, then select **My existing digital ID from...a file**.

In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

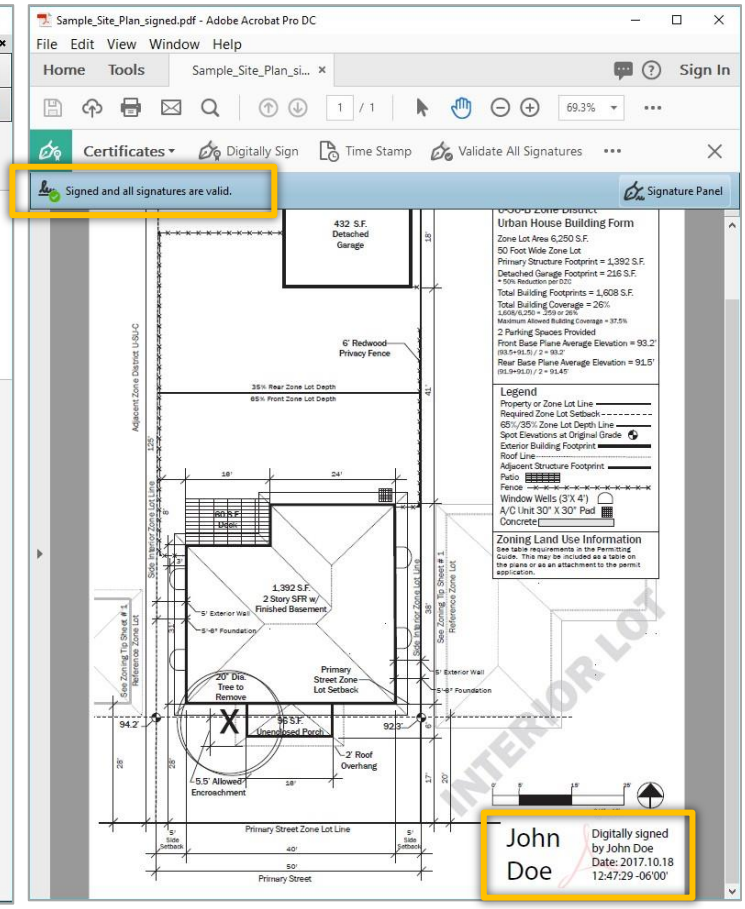
5. Once you click Sign, you will be prompted to save your file.

6. Your document is signed and is ready to be uploaded to the customer portal. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.
   Any changes made to the file from this point on will invalidate the signature.

Acrobat XI



Acrobat DC

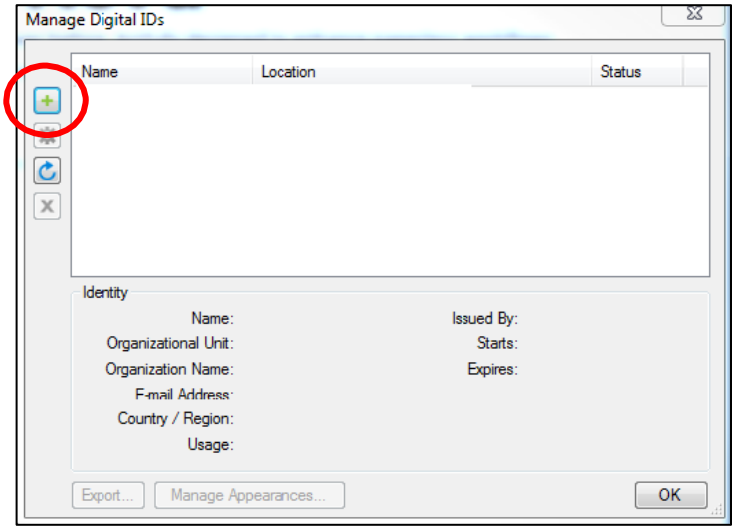


For additional help, consult the Acrobat User Guide available at https://helpx.adobe.com/acrobat/user-guide.html.

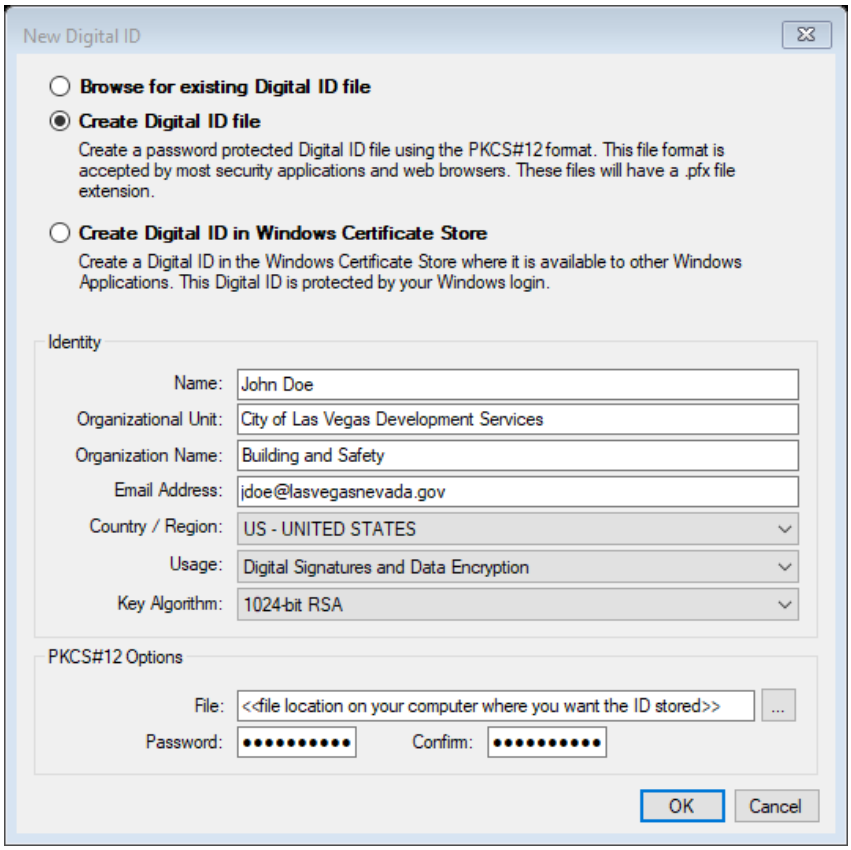
You can also use Adobe's digital ID resources available at https://helpx.adobe.com/acrobat/using/digital-ids.html.

Create a digital ID using BlueBeam Revu 2018

1. In BlueBeam, click the Tools menu → Signatures → Digital IDs…
2. On the window that appears, click the green plus sign to add a new signature.

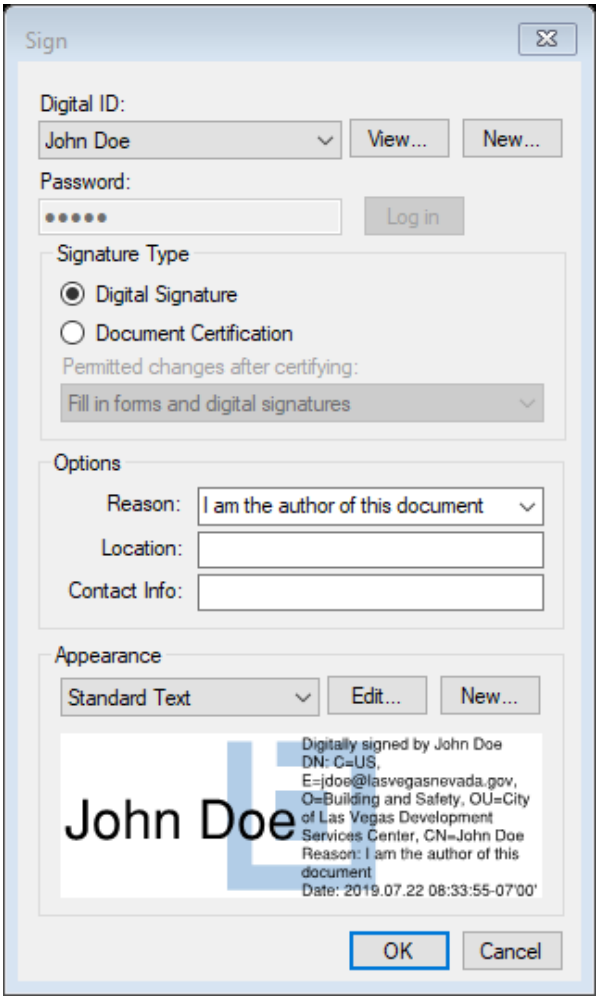


3. Select Create Digital ID file and in the Usage field, choose Digital Signatures and Data Encryption.
   A. Then fill in your personal information, enter a password for the ID file, and click OK.



Use your digital ID to sign a file using BlueBeam Revu 2018

1. In BlueBeam, click the Tools menu → Signatures → Sign Document.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the Digital ID: drop-down arrow, select the ID file you want to use.
   A. Then, enter your password.
   B. Under Signature Type, make sure to select Digital Signature.



4. Once you click OK, you will be prompted to save your file.